



ONLINE ADMISSION – USER MANUAL

- **Online Payment of Fees**
- ✓ The student panel can be accessed using the website
<https://www.mldcjr.com/admission>

FOR GENERAL ENQUIRY, KINDLY CONTACT COLLEGE OFFICE - 26179580
FOR QUERIES IN ONLINE FORM, CONTACT mldc.admission@gmail.com

Online Payment of Fees

**ADMISSION FOR
ACADEMIC YEAR 2022-2023**

Stream:
--Select--

Class:
[]

Name:
[]

Password:
[]

Login **Cancel**

- ✓ Click on “**Online Payment of Fees**” to pay the fees online
- ✓ Branch: **M L Dahanukar College of Commerce**
- ✓ Registration Number:
FYJC: Enter Application Number
SYJC: Enter General Register Number
- ✓ Enter the captcha code
- ✓ Click on Search

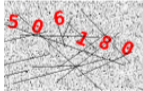


Pay Fees
Download Receipt

Select Institute

Select Branch

Registration Number



By logging in, you agree to our [Privacy Policy](#)

- ✓ Enter your Mobile Number and personal Email Address
- ✓ Select the check box to the left of Fees Breakup
- ✓ Click on Continue and Pay
- ✓ Download the receipt after payment of fees

Welcome Archana Talekar

First Name: Archana
Last Name: Talekar
Class: TYBScIT
Institute: M L Dahanukar College Of Commerce And Economics
Branch: M L Dahanukar College Of Commerce
PRN Number: 111
E-Mail Address:
Mobile Number:

	Description	Student Name	Duration	Due Date	Total Amount	Pay Partial Amount
<input checked="" type="checkbox"/>	Fees Breakup College Fees	Archana Talekar	-	30/03/2022	26945.00	26945



- **Download Receipt**

- ✓ Open the admission portal <https://www.mldcc.com/admission>
- ✓ Click on “**Online Payment of Fees**” to pay the fees online
- ✓ Go to the Download Receipt Tab
- ✓ Enter your details and click on Search to download the receipt

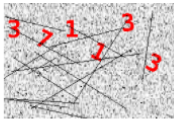
[Pay Fees](#) [Download Receipt](#)

Search by details

Select Institute

Select Branch

Registration Number



[Refresh](#)

[Search](#)

Search by Qfix Reference Number

[Search](#)



- **Fill Admission Form**

- ✓ Open the admission portal <https://www.mlDCjr.com/admission>
- ✓ Select the Stream → It will automatically load the classes for the Stream. **
- ✓ Select the Class → It will automatically load list of students for selected Stream and Class.**
- ✓ Select Student Name.
- ✓ Enter the password (Default password is 123456).
- ✓ The password has to be changed when Student logs in for the first time.

Change Password

The screenshot shows a 'Change Password' form with three input fields and two buttons. Arrows point from the form fields to explanatory text on the right:

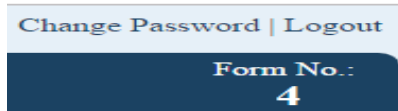
- Old Password:** The input field contains '.....'. An arrow points to the text '123456'.
- New Password:** The input field contains '.....'. An arrow points to the text 'Any password that you can easily remember'.
- Confirm Password:** The input field contains '.....'. An arrow points to the text 'Same as new password'.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

- ✓ After changing the password, Student must re-login with new password.
- ✓ After logging in, Student can start filling up the admission form.
- ✓ **Kindly note the following point before filling up the form:**

Fields marked with * are mandatory
Do not use the ' (apostrophe) symbol in any of the fields
KINDLY SAVE ONE SECTION AT A TIME

- ✓ Students can change the password if required using the link at the top right corner of the form.
- ✓ Kindly ensure to logout from the System before closing the website.





- **Save Details**

- Students can save the data filled by clicking the **SAVE** Button.
- To proceed with the admission procedure, after filling the complete form, click the **CONFIRM** Button at the end of the form.
- **Student ID:** As printed on Xth Standard Statement of Marks. (To be entered only by students seeking admission to F.Y.J.C.)

- **FEE DETAILS SECTION**
 - The amount of fees paid along with payment details must be specified.

- **PERSONAL INFORMATION SECTION**
 - It is mandatory to attach recent passport size photograph and signature in jpg format. (Refer to the note at the end of the manual for converting to jpg format)
 - Surname and / or Father's Name must be specified.
 - All the other fields in PERSONAL INFORMATION SECTION are mandatory.
 - Auto-capitalization has been enabled for text fields.
 - If student does not know his / her blood group, the value "Not Known" should be selected.

- **ADDRESS FOR CORRESPONDENCE / PERMANENT ADDRESS**
 - All fields are mandatory.
 - Correspondence address is automatically copied to permanent address. It can be edited, if required.

- **CONTACT DETAILS**
 - At least 2 of the six contact numbers need to be specified.

- **CONSTITUTIONAL RESERVATION SECTION**
 - If Category is "Open", Sub-Category should be "Not Applicable".
 - If Category is "Reserved", Sub-Category should be selected.
 - All fields are mandatory in this section.
 - If Student has Learning Disability, type of Disability must be selected; else "Not Applicable" must be selected for Type.
 - If Student is Differently-abled, type of Disability must be selected; else "Not Applicable" must be selected.
 - Percentage of Disability is mandatory if student is differently-abled.
 - Any type of Disability not mentioned in the list can be entered by selecting the option "Other" and entering the type of Disability in the "Other" field.



➤ EDUCATIONAL DETAILS

- All fields are mandatory in this section.
- To specify a Board not mentioned in the list, select the option “Other” and enter the Name of the Board in the “Other” field.
- There should a gap of minimum 1 year between year of passing of Tenth and F.Y.J.C. (for students seeking admission to S.Y.J.C.)
- Students seeking admission to S.Y.J.C. have to specify the Second Language and optional subject studied in F.Y.J.C.

➤ GUARDIAN INFORMATION

- All fields, except Annual Income are mandatory.

➤ DECLARATION BY STUDENT

- All the declarations must be read (by the student) and accepted.

➤ DECLARATION BY GUARDIAN

- All the declarations must be read (by the guardian) and accepted.

• Print Admission Form

- After clicking the **CONFIRM** Button, if there are any errors, they will be displayed to the applicant. Applicant must rectify all errors before confirming the form. If the errors are ignored, data of the applicant will not be saved in the system.
- In case if student is not able to Print the form with Print Form Button, press Ctrl P to print the form.
- Student must generate fees challan.

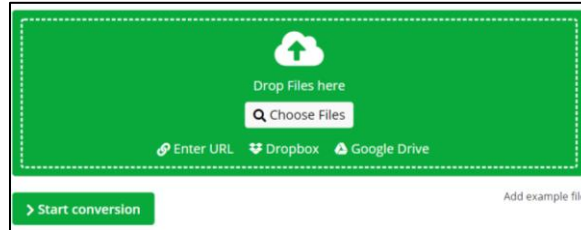
NOTE

1. Once the form is confirmed, no changes can be made in the information entered in the form.
2. After verification of documents, the form cannot be printed again.



CONVERT TO JPG

- ✓ Open the admission portal <https://image.online-convert.com/convert-to-jpg>
- ✓ Click on Choose Files and select the image to be converted to jpg.
- ✓ Click on Start Conversion



After the conversion is completed click on Download to download the jpg file.

